



General Services Administration  
Northwest/Arctic Region  
Jackson Property Management Team  
915 Second Avenue, Room 106  
Seattle, WA 98174

April 20, 2000

MEMORANDUM FOR RECORD

FROM: STEVEN M. DAVID  
PROPERTY MANAGER (10PM1A)

SUBJECT: Quarterly Tenant Meeting Minutes

The quarterly tenant meeting for the second quarter of FY00 was held on April 19, 2000 in the Evergreen Room (3086) of the Jackson Federal Building. Those in attendance are listed on the attached sign-in sheet.

The following items were addressed:

**1. Custodial & Grounds.** Custodial contract supervisor, Silvano Gonzalez, was in attendance to address questions and concerns. Building Manager, Steve David, discussed the installation of the new 2-ply toilet paper and paper towel dispensers. Tenant comments regarding the toilet paper were favorable. Attendees expressed concern on the location and height of the towel dispensers. Steve reported the first of two dispensers was installed in accordance with ADA guidelines and the second will be installed higher once a location has been decided upon. There were no additional tenant comments or concerns regarding the custodial.

**2. Cafeteria.** Cafeteria Manager, Ron Shissler discussed how he, where possible, has replaced polystyrene cups and bowls with more earth friendly paper products. Ron also discussed two issues of concern, which drive up prices in the cafeteria. The first regarded the issue of shoplifting. Removing any food goods from the cafeteria without paying is considered shoplifting. The second issue was regarding, consciously or unconsciously, throwing non-disposable knives, forks, spoons, plates. Etc. in the trash. Steve informed the attendees that GSA is installing a counter in the self-service center on the second floor. There were no additional tenant comments or concerns regarding the cafeteria.

**Telecommunications.** There was no FTS representative in attendance at this meeting and there were no tenant comments or concerns regarding telephones.

**4. Security & Safety.** GSA Federal Protective Service representative, Smokey Forster, reported on the awarding of new guard contract and that Seattle Security would take over commencing June 1, 2000. Various tenant representatives commended the helpful and professional performance of two security officers and a FPS officer. There were no additional tenant comments or concerns regarding security or safety.

**5. Service Calls & Maintenance.** Steve reminded everyone that the "Service Call Hot Line" was available 24 hours/day, 7 days/week and that there was no need to delay reporting maintenance issues. Steve asked that tenant representatives pass on to all their coworkers not to remove light tubes to reduce the lighting around their work space, call in a service request. The voltage to lighting fixtures is 277 volt (much more dangerous than home lighting). There were no additional tenant comments or concerns regarding service call or maintenance issues.

**6. Projects & Space.** Steve reported the building exterior clean and reseal project is scheduled for completion by May 31, 2000. Additionally, the exterior of the windows will be cleaned at the end of the project. Steve also informed representatives of a project to replace all the teak corridor doors on floors one through five. There were no tenant comments or concerns regarding project or space issues.

**7. Open Discussion.** Additional items discussed included the following: a) New overtime utilities pricing worksheet were handed out by Steve; b) Steve discussed the use of bicycle racks in the loading dock area; c) Steve reported some concerns that had been expressed regarding the bring your child to work; d) There was extensive discussions concerning the removal of furniture items from the ladies restrooms, further information will be forthcoming; e) Steve also brought up the subject of smoking directly adjacent to the exit doors, further information will be forthcoming.

There was no other business. The next meeting is scheduled for 10:00 a.m., July 19, 2000 in The Evergreen Room (3086). A notification memo will be emailed approximately two weeks prior and an agenda emailed one day prior to the meeting.

Attachments (1)

cc:10PM1A (Official, Reading)

e-mail copies to: JFB Client List, R. Buffington, (10PMF), B. Allan (10PM1), S. Forster (10PM1B), H. Berglund (10PCB), G. Hunter (10PT), A. Shoda (10PF), D. Taylor (10TT-SE)